

WORLD WIDE RECRUITMENT

The following is a list of positions serviced by HRO Yokosuka that are currently being recruited worldwide through RESUMIX. To apply, please submit your resume to HRSC Pacific, Honolulu, Hawaii via the following link:

HYPERLINK: [HTTP://www.donhr.navy.mil](http://www.donhr.navy.mil)

Click on: Jobs, Jobs, Jobs

New CHART application procedures are available on the following link:

HYPERLINK: [HTTP://hro.cnfi.navy.mil](http://hro.cnfi.navy.mil)

Click on: Hot Items

Direct inquiries to 1-808-471-0565 ext. 264 and follow instructions.

CHILD DEVELOPMENT CENTER, DIRECTOR, GS-1701-09 (CFAY, MWR, Child Development, Youth Activities Division, Negishi, Yokohama, Japan)

DUTIES: Implements developmentally appropriate program through staff for children ages 6 weeks to 6 years old. Provides on the job training to all early childhood staff upon hiring and monthly. Communicates with parents through daily contact, newsletters, and conferences. Ensures regulations, instructions, and guidelines for operating a military child development center are followed by all staff.

CHILD DEVELOPMENT TRAINING & CURRICULUM SPECIALIST, (Two Positions) GS-1701-7/9 (CFAY, MWR, Child Development, Youth Activities Division, Yokosuka, Japan)

DUTIES: Serves as a point of contact for the child development program, NAEYC accreditation, BUPERS and Multi-disciplinary team inspections. Ensures compliance with OPNAVINST and NAEYC Classroom Observation and ECERS/ITERS. Guides management in applying comprehensive environmental and program assessment instruments such as ECERS, ITERS and Classroom Observation, and ensures caregivers complete Navy Standardized Training. Develops, implements and oversees all elements of children's developmental program activities, environment and equipment and materials. Ensures staffs are trained in CPR, First Aid, and emergency procedures. Designs, develops, and/or conducts and oversees training in early childhood development and related activities for all FCC providers, CDC, and SAC staff. Recommends appropriate equipment and supply purchases and environment arrangements. Maintains training records and prepares reports and recommended for supervisor.

DIAGNOSTIC RADIOLOGIC TECHNOLOGIST, GS-0647-08 (USNH Yokosuka, Radiology Dept)

DUTIES: Independently performs routine mammogram examinations as well as specialized views requiring magnification and spot compression. Performs needle localization procedures. Performs preventive maintenance of equipment and minor adjustments. Directs the work of one or two lower grade technologist/technicians when procedures require assistance. Trains technicians in proper mammography technique. Has working knowledge of breast ultrasound examinations. Performs plain film radiography.

ELECTRONICS TECHNICIAN, GS-856-11/12 (SRF Yokosuka, Combat Systems Office)

DUTIES: The incumbent's principal area of responsibility is to provide system and equipment/component technical support services and expertise on a variety of AEGIS systems and sub-systems installed aboard U.S. Navy ships. Provides expert technical support, oversight and management in the troubleshooting, disassembly, depot and intermediate level repair and modernization, assembly, test and certification of AEGIS systems and support systems. The

incumbent works closely with other members of the AEGIS Systems Branch to ensure shipboard systems and equipment within his/her specialty areas are fully operational. He/she also supports the Fleet Technical Support Center Pacific as the local area expert on AEGIS systems, responding to and resolving operationally degrading system casualties on Forward Deployed Naval Ships at sea. Serves as Combat Systems Project Manager for ships undergoing scheduled maintenance availabilities at NSRF Yokosuka.

ENGINEERING TECHNICIAN, GS-802-11/12 (SRF Yokosuka, Planning Dept, Design Div)

DUTIES: This position is the Ship Project Manager for Submarine and SUBSAFE Engineering Support and Testing for U.S. Naval Ship Repair Facility (SRF) Yokosuka, Japan. Responsible for screening and coordinating all Design Division work relating to modification or repair and testing of all Submarine/SubSafe non-nuclear Hull, Mechanical and Electrical (HM&E) systems and components. Reviews all new work for proper funding authorization, clear and specific tasking, and proper work scope authorized for this activity. Performs technical planning functions for all submarines visiting the Japan area. Coordinates with NAVSEA (05, 92Q, PEO-SUB), SUBPAC, SUBGRU 7, SUBMEPP, EPY, and other SRF Codes and Shops on technical matters related to Submarine alterations and repairs. Serves as the Command's technical expert on Submarine systems and SUBSAFE certification. Prepares and/or approves Re-entry Control Procedures (REC) and Formal/Controlled Work Procedures (FWP/CWP) necessary to accomplish alteration.

GENERAL ENGINEER, GS-0801-13 (OICC FAR EAST, YOKOSUKA, JAPAN)

DUTIES: As principal overseer of entire construction management program, the Construction Director provides direct staff consultation support to the Deputy OICC FE on construction management and construction matters in accordance with higher guidance; provides advice on overall construction program problems, methods and techniques of construction accomplishments, problems on complex projects, etc.; develops, implements, and ensures compliance with OICC FE policy on construction issues including post-occupancy evaluations, contractor evaluation and incentive programs, independent testing programs, and standard operating procedures for ROICC management; provides on-site assistance and review of OICC's/ROICC's operations; coordinates and conducts constructibility reviews of plans and specifications prepared by A&E's and the PWC Engineering Department for good construction practices, feasibility of operations, suitability for contract, and conformance with acceptable engineering practices; provides updated policy directives and instructions on all phases of OICC/ROICC operations, and reviews work in the progress to ensure that OICC FE construction policies and instructions are maintained; manages the contract Technical Evaluation Board and committees for OICC FE; interacts with customer activities to establish their project priorities and secure funding; and coordinates with Public Works Center design staff, and any other design agencies, to ensure timely execution of designs that satisfy customer needs.

In the area of fiscal and personnel resource management, the incumbent oversees the OICC FE operating and administrative budget. Supervising a budget analyst, incumbent oversees the preparation of an annual budget covering personnel, supplies and operations; the allocation of financial resources to field offices; monitoring of expenditures; and preparation of a mid-year budget review. The incumbent oversees administrative responsibilities such as time-keeping efforts, personnel awards, and clerical efforts in support of OICC FE headquarters.

Supervisory duties include immediate supervision of a staff of approximately three people, including Japanese Nationals who act as safety program administrator, budget analyst, and administrative staff.

In the area of departmental management, the incumbent works with higher authorities to determine and allocate the resources necessary to accomplish the projected workload at headquarters and subordinate OICC offices and monitors the effective use of resources and recommends changes in staffing levels as needed to meet new conditions. Due to frequent travel and field office visits made by the DOICC FE, who manages the day-to-day operations of OICC FE, the incumbent assumes the DOICC position in the absence of the military DOICC

IT SPECIALIST (INFOSEC), GS-2210-12 (PWC Yokosuka, Information Technology Dept)

DUTIES: Act as the focal point for all information system/technology security matters for the command. Monitors and evaluates systems compliance with IT security requirements. Provides advice and guidance in implementing IT security policies and procedures in the development and operation of network systems. Establishes and maintains a comprehensive quality assurance program for diverse platforms that covers file back-up and recovery, equipment maintenance, and quality control of system processing and outputs. Audits requirements for IT computer systems including specifications for individual systems and agency policies and procedures for security systems development. Prepares and delivers presentations to management on audit findings. Analyzes user requirements, system documentation, and operational conditions to determine if the system meets business and mission needs and is operating as intended. Develop a budget request for the activity's INFOSEC program.

MANAGEMENT ANALYST, GS-0343012 (U.S. Fleet & Industrial Supply Center, Yokosuka Japan)

DUTIES: This position is located in the Business Resources Department, U.S. Fleet and Industrial Supply Center (FISC), Yokosuka, Japan. The incumbent represents FISC Yokosuka while marketing services, conducting negotiations with potential customers and/or partner representatives, and coordinating team efforts in the development of detailed business cases. Incumbent is responsible for formulating inter-service support agreements, business case analyses, memorandum of agreement and memorandums of understanding and functional transfer letters; and generating and maintaining a partnership monitoring system capable of monitoring workload performance, and cost relative to multiple partnering agreements. Studies and analyzes established directives and delegations of authority which express the operating policies of extremely complex multi-mission activities surveyed as potential business partners. Studies usually include several organizations with extensively interrelated operations involving major, substantive mission functions. Develop statistical and narrative reports to market FISC services to potential customers/partners. Conducts preliminary negotiations with senior leaders of potential partnering command and headquarters personnel. Once sufficient interest is obtained, incumbent drafts documentation to charter a team of subject matter expert from FISC Yokosuka and the potential partner activity to develop a business case. Coordinates a team of diverse subject matter experts in the development of detailed business cases. Plans and implements a team schedule and provides leadership necessary to enable the team to build a business case and prepare a decision presentation. Provide advisory services to subject matter experts representing various supply functions and/or support functions in the collection interpretation, and analysis of data while researching business projects having impact on several organizations with functions that are extensively interrelated.

PRODUCTION CONTROLLER (SHIPS), GS-1152-12 (SRF Yokosuka, Planning Dept)

Acts as the Project Team Manager for assigned ships' availabilities. Manages and coordinates advanced planning, planning & execution for ship repair & modernization work and special projects which includes planning and coordinating the acceptance of work, contracting work via the contracting officer, ordering of materials, technical & functional direction of Type Desk/Business Office Division personnel and coordination & directing of project team members, issuing job orders, etc. Acts as funds administrator for assigned projects. Authorizes preparation of plans, design data, and material specifications by the Engineering/Design Division. Administers funds allocated for assigned work on both cost reimbursable and fixed prices basis. Compiles data, prepares reports and conducts meetings and conferences (Advance Planning, Game Plan / Ready to Start, Arrival, Progress Status, Departure, Lessons Learned) and other meetings as required. Is the main point of contact within the project team, within the Type Desk /Business Office concerning assigned projects and ships' availabilities. The incumbent may serve as the Type Desk Officer/Division Supervisor during their absence.

PUBLIC AFFAIRS SPECIALIST, GS-1035-11/12 (MSCFE, Yokohama, Public Affairs Office)

DUTIES: Plans and directs the MSCFE Public Affairs program, with the primary function of transmitting to the public and to internal audiences, information relative to MSCFE's mission, operations, personnel, and activities.